

A.D. 4.6, Use of Computers and Related Technologies
Prepared for signature 2/26/03 - effective 3/5/03

1. Policy. Computers and related technology shall be utilized for authorized agency purposes consistent with state and Federal law.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 1-18, 1-18a, 7-109 and 18-81.
 - B. Office of the Public Records Administrator and State Archives, "General Letter 98-1", June 1, 1998.
 - C. Administrative Directives 6.6, Reporting of Incidents and 10.1, Inmate Assignment and Pay Plan.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Electronic Mail (email). Messages transmitted by computer technology.
 - B. Software Package. Any program or application that can be installed on a computer.
4. Use of Computers and Software. The use of computers shall be for departmental business purposes only. Department employees shall comply with the following principles regarding the use of computers:
 - A. Any computer or software utilized by agency staff shall be authorized by the Department's Research and Management Information Systems (M.I.S.) unit. The use of personally owned hardware or the installation of shareware, freeware, personal or demonstration software, to include non-approved screen savers and computer games, shall be prohibited. The Director of M.I.S. may issue a memorandum allowing specific departmental units to install shareware, freeware or demonstration software when, in the Director's view, the unit would benefit from the use of such software.
 - B. A software package shall be used on one computer at a time, unless the individual software license specifies otherwise.
 - C. A software package may be copied to diskette for the purpose of making a back-up disk(s) to protect from loss.
 - D. Software purchased for network use shall be subject to the maximum number of simultaneous users specified by the software license. Under no circumstances shall a Department employee download an application from the Department's network server to an individual hard-drive without the written approval from the Director of M.I.S.
 - E. The Director of M.I.S. shall issue a list of software that may be used on Department computers. Requests to purchase any software package shall be forwarded to the M.I.S. unit, which will coordinate the purchase.
 - F. The use of utilities that modify computer hardware configurations shall be prohibited.
 - G. Inmates shall be prohibited from using computers except when necessary for specific educational or work assignment. Inmates shall not use any computer that is connected to a network of any kind, with the exception of the following:

1. Education computers that are linked by a closed network hub which shall not provide Internet access;
2. Programmatic computers that are linked to a network for use by inmates through the authorized facility Job Centers allowing access to the Department of Labor's website only; and
3. Programmatic computers that are linked to a network for use by inmates on community supervision in order to perform programmatic functions. Such permission shall be in writing and shall cite the limits of authorization as a condition of supervision.

All inmate access to computers shall be closely monitored and no inmate shall be allowed personal use of a computer for any reason.

- H. The Department of Correction shall perform periodic audits to ensure that all software standards are maintained.
5. Use of Electronic Mail. The use of email shall be for departmental business purposes only. Email shall not be used to report incidents in accordance with Administrative Directive 6.6, Reporting of Incidents. Using email to solicit support for personal, political, or religious causes shall be prohibited. The routine monitoring of email by the Research and M.I.S. Unit shall normally be prohibited; however, the Commissioner or designee may direct the Research or M.I.S. unit to monitor, access and/or review employee email if deemed appropriate. Email transmissions, excepting transitory messages, shall be backed up to tape which shall not be deleted or destroyed without the signed approval of the Office of the Public Records Administrator.
 6. Use of the Internet. The use of any Internet service for business unrelated to the Department shall be prohibited. The Research and M.I.S. unit shall monitor each individual Internet account to prevent excessive or improper use. The following principles shall be in effect with regard to Internet usage:
 - A. Use of the Internet to gain unauthorized access to any computer system, application or service shall be prohibited. The Department may monitor and audit the agency's computers to determine which sites are being accessed.
 - B. Use of the Internet for private commercial purposes, to include business transactions between individuals and/or commercial organizations shall be prohibited.
 - C. All electronic mail communication via the Internet shall be governed by the procedures included in Section 5 of this Directive.
 - D. The downloading of any software products via the Internet shall be subject to state and Federal copyright laws. Any software downloads shall require the prior written approval of the Director of Research and M.I.S.
 - E. Any file downloaded from the Internet shall be scanned for computer viruses.
 - F. Use of the Internet that interferes with or disrupts network users, services or computers shall be prohibited. Such disruptions may included, but not be limited to distribution of unsolicited advertising or propagation of computer viruses.

- G. Use of the Internet to engage in acts that are deliberately wasteful of computing resources or which unfairly monopolize resources to the exclusion of others shall be prohibited. These acts may include, but not be limited to, broadcasting unsolicited mailings or other messages, creating unnecessary output, or creating unnecessary network traffic.
7. Exceptions. Any exceptions to the procedures included in this Administrative Directive shall require the prior written approval of the Commissioner.